

Module 1

Chapter 6

Folders

See Also





Refer to the **11i Quick Start Guide** of the DCPDS

Introduction

Folders are on-line displays of information.

You can identify a folder from a regular block by the following:

- An Open Folder button  displays in the upper-left corner of a folder block and
- The Folder Tools button on the Toolbar  is enabled (is not dimmed) when your cursor is in a folder block.

You can customize the display of data in folders and you can define your own, private, folders. In addition to viewing data in folders on-line, you can print and export the data.

Term

Folder Definition: Folders which you have “created” by customizing standard DCPDS folders. When you customize a DCPDS folder, you can “define” (specify) the records to be displayed (by setting query criteria), and you can customize the layout of the data displayed for these records.

THIS PAGE INTENTIONALLY LEFT BLANK